



**California Emergency Management Agency**  
**Public Safety and Victim Services Programs**  
3650 SCHRIEVER AVENUE  
MATHER, CALIFORNIA 95655  
(916) 324-9200  
FAX: (916) 323-1756



August 4, 2009

Captain Fabian Lizarraga  
Los Angeles Police Department  
150 N. Los Angeles St., Rm. 740  
Los Angeles, CA 90012

Re: Grant Award #: IC07017250

Dear Captain Lizarraga:

On June 16-18, 2009 I conducted a prearranged site visit of the Los Angeles (LA) Police Department's Internet Crimes Against Children (ICAC) grant project. As Project Director for this grant, I wish to express my gratitude for the courtesy extended to me by everyone associated with your grant project. I especially want to commend the work performed by your LA ICAC Task Force. Efficiency accompanied by courtesy is a rare combination in today's world. This is so true of the courtesy extended to me during the initial site visit and subsequent visits were impressive to say the least.

One of the goals of this site visit was to familiarize myself with the specifics of your grant operation in addition to reviewing the grant file for compliance purposes. I also wanted to understand exactly what the men and women who make up an ICAC Task Force deals with on any given day. What I learned was that the timing and coordination required between the different regions, while piecing together each clue is painstaking and unimaginable to the average person. LA Police Chief Bratton himself once said, "solving crimes related to the manufacture, distribution and possession of child pornography, as well as those involving enticement, solicitation and traveling for the purpose of having sex with a minor is not a job for the faint of heart. Internet Cops are a special breed of officers."

This is true of the LA ICAC Task Force. I was not only provided with detailed explanations to my inquiries but also with hands-on experience, which is rare. I was impressed with the proactive investigation attitude of the LA ICAC team and its integrity for standards and services. It is clearly conveyed in your department mission statement that officers are to conduct themselves with the highest ethical standards. Throughout my site visit, Lt. Grossman not only demonstrated the ability to accurately analyze situations but she made appropriate recommendations, and was proactive as well as independent in her actions. This was often exemplified when staff looked to Lt. Grossman for leadership and she in turn, was supportive of their efforts, while promoting an ethical organization. She is a fine example of personal integrity and professional excellence.

I commend Lt. Grossman, and also the members of the LA ICAC Task Force for their respect of the constitution and the law, as well as their willingness to serve the public's interest. It is also very commendable of an individual who chooses a field that is committed to protecting children.

Captain F. Lizarraga  
Site Visit: June, 2009  
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To seeking out predators who seek to commit such heinous crimes as those committed against our children is not easy. It does take a special kind of individual to do this kind of thing day in and day out. The type of service Lt. Grossman and the members of the LA ICAC Task Force demonstrated to me was not only enlightening but refreshing and should become more widespread. I also wanted to let you know, that the LA ICAC project is a model project, one that could exemplified by others seeking how to create and implement an efficient and effective ICAC team. Of particular notice is your team's ability to perform on-site and on-going forensic examinations; which is unique to your ICAC team. I look forward to learning more about this operation as it is used to address child pornography related cases.

Overall, I was very satisfied with the knowledge of your staff concerning Cal EMA grant objectives and fiscal responsibility, and I am further satisfied with the LA ICAC's general operational base handling of cyber tips, referrals, the apparent cooperation received from affiliate agencies, and finally the logical direction of grant resources shown to us by the LA ICAC.

Enclosed for your file, please find a copy of the Cal EMA Performance Assessment and Site Visit Form. This form records some details specific to our site visit and your grant-funded operation. Should you have questions, please contact me at (916) 324-9142 or at stacy,mason-vegna@calema.ca.gov.

Sincerely,



CHIEF, STACY MASON-VEGNA  
Crime Suppression Section

Cc: LA Police Chief Bratton  
Cal EMA grant file  
Enclosure

## PERFORMANCE ASSESSMENT/SITE VISIT REPORT

GRANT AWARD NUMBER: IC07017250 DATE OF SITE VIST: June 16-18,2009

GRANT PERIOD: July 1, 2007 to June 30, 2010

RECIPIENT/IMPLEMENTING AGENCY:

City of Los Angeles / Los Angeles Police Department

PROJECT DIRECTOR:

Captain Fabian Lizarraga

PERSONS INTERVIEWED DURING SITE VISIT:

<u>NAME</u>	<u>TITLE</u>	<u>AGENCY</u>
<u>Fabian Lizarraga</u>	<u>Captain</u>	<u>LA Police Dept.</u>
<u>[REDACTED] Andrea Grossman</u>	<u>Lieutenant</u>	<u>LA Police Dept.</u>
<u>Kurtis Kobayashi</u>	<u>MAII Contracts Grants,FOD</u>	<u>LA Police Dept.</u>
<u>Shannon Geaney</u>	<u>Detective</u>	<u>LA Police Dept.</u>
<u>M. Solis</u>	<u>Police Officer II M</u>	<u>LA Police Dept.</u>
<u>Brenda Hardy</u>	<u>Detective</u>	<u>LA Police Dept.</u>
<u>Tracie Noggle</u>	<u>Detective II</u>	<u>LA Police Dept.</u>
<u>Carlos Monterroso</u>	<u>Detective II</u>	<u>LA Police Dept.</u>
<u>Neil Burdick</u>	<u>Special Agent,</u>	<u>ICE</u>
<u>Neil Burdick</u>	<u>Sr. Special Agent,</u>	<u>ICE</u>

[REDACTED]  
Signature of Section Chief

8/4/09  
Date

[REDACTED]  
Signature of Branch Chief

8/12/09  
Date

## PERFORMANCE ASSESSMENT/SITE VISIT REPORT

### A. ADMINISTRATIVE REVIEW (Continued)

YES   NO   N/A

#### 5. ORGANIZATIONAL CHART

- Review the organizational chart. Are all budgeted positions identified?

☒   ☐   ☐

Comments: \_\_\_\_\_

#### 6. Cal EMA MODIFICATION (Cal EMA 2-223)

- Review the purpose/preparation of Grant Award Modification (Cal EMA 2-223). [R. H. Section 7500] (*Instruct the project staff on the procedure to obtain the most recent forms from Cal EMA website.*)

☒   ☐   ☐

A modification is needed for the following:

- Budget changes
- Change in key personnel
- Adding/changing additional signers
- Change goals/objectives, or activities
- Address change
- Other

Comments: \_\_\_\_\_

#### 7. PERSONNEL POLICIES

- Does the project staff have access to written personnel policies as required? [R. H. Section 2130]
- Do policies include:
  - Maintenance of personnel files for all paid and volunteer staff including job applications, salaries, benefits, and current job duties/descriptions
  - A current Drug Free Workplace policy statement on file signed by the employee? [R. H. Section 2152]
  - Work hours
  - Compensation rates
  - Overtime
- Did the Board approve the agency's current personnel policy?

☒   ☐   ☐  
☒   ☐   ☐  
☒   ☐   ☐  
☒   ☐   ☐  
☒   ☐   ☐  
☒   ☐   ☐

Comments: \_\_\_\_\_

## PERFORMANCE ASSESSMENT/SITE VISIT REPORT

### 8. FUNCTIONAL TIMESHEETS

- Does the project use functional timesheets for each grant funded position less than 1 FTE? OR Time Study Allocation plan updated within the last 2 years? [R. H. Section 11331] ☒ ☐ ☐
- Are timesheets (paid staff & volunteer) signed by staff & approved by supervisor? (Review timesheets to ensure they are signed by the staff and supervisor) ☒ ☐ ☐

Comments: Gant staff time is tracked by job order.

### 9. DUTIES OF FINANCIAL OFFICER AND BOOKKEEPER

- Are the duties of the financial officer and the bookkeeper separate to ensure no one person has complete authority over a financial transaction? ☒ ☐ ☐
  - Name of individual who approves purchases.  
Brian Hojnacki
  - Name of individual who writes checks.  
Gina Springer
  - Name of individual(s) who signs checks.  
City Treasurer

Comments: \_\_\_\_\_

### 10. SOURCE DOCUMENTATION-Fiscal [R. H. Section 11000]

- Does the project maintain a record-keeping system which will accurately support costs claimed on Report of Expenditure and Request for Funds (Cal EMA Form 2-201)? ☒ ☐ ☐
- Does the project maintain an accurate inventory log of equipment purchased with grant funds? ☒ ☐ ☐

Comments: \_\_\_\_\_

### 11. PROJECT EXPENDITURES

- Is the project's expenditure rate commensurate with the elapsed period of the grant? ☒ ☐ ☐
- Are the project's expenditures being made in accordance with the terms of the Grant Award Agreement? ☒ ☐ ☐
- Does the project need to submit a Grant Award Modification Request (Cal EMA Form 2-223)? ☐ ☒ ☐
- Is the project up-to-date with the submission of Cal EMA Form 2-201? ☒ ☐ ☐

### A. ADMINISTRATIVE REVIEW (Continued)

YES   NO   N/A

## PERFORMANCE ASSESSMENT/SITE VISIT REPORT

### 12. MATCH REQUIREMENTS

- Does the project have a match requirement?
- Is the project meeting the match requirement?
- Review the supporting documentation to substantiate cash or in-kind match.

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments:     No match requirement.    

### 13. EEO POLICY

- Go over EEO checklist. (Separate document)

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments: \_\_\_\_\_

## B. PROGRAMMATIC REVIEW

### GENERAL

YES   NO   N/A

#### 1 PROGRAM GOALS AND OBJECTIVES

## PERFORMANCE ASSESSMENT/SITE VISIT REPORT

- Review the goals and objectives of the program and the programmatic requirements of the Grant Award Agreement. Is the project meeting the program goals and objectives? ☒ ☐ ☐
- Does the project staff need to submit Cal EMA Form 2-223 to modify their grant objectives? ☒ ☐ ☐

Comments: \_\_\_\_\_

### 2. PROGRESS REPORT

- Discuss and review the programmatic Progress Report requirements. ☒ ☐ ☐

Comments: \_\_\_\_\_

### 3. SOURCE DOCUMENTATION-Programmatic

- Is the project maintaining a record keeping and data collection process that will accurately support the project's reported data on the Progress Report form? ☒ ☐ ☐
- Review the project's file system and data collection process.

Comments: \_\_\_\_\_

### 4. OPERATIONAL AGREEMENTS

- Does the project have current Operational Agreements as required by the Grant Award Agreement? ☒ ☐ ☐

Comments: \_\_\_\_\_

### 5. PROJECT STAFF DUTIES

- Interview project staff and discuss their duties and the relationship to the grant. Are employees performing duties as stated in the Grant Award Agreement? ☒ ☐ ☐

Comments: \_\_\_\_\_

### D. ADDITIONAL COMMENTS:

#### NOTES:

Impressive. See attached letter.